



# Sustainable practices for your campus office

Sustainability—the integrated pursuit of environmental integrity, social equity, and economic security—is a priority for the University of Utah. The Green Office program by the Sustainability Office allows offices and departments to engage in the mission of sustainability by evaluating and changing everyday office practices, such as energy used, supplies purchased, and trainings offered. Through Green Office, the Sustainability Office provide tools, support, and guidance so we can collectively reduce the U's impact.



## How to complete Green Office certification:

- 1) Complete at least 8 items on the checklist (see page 2 for descriptions and required supporting documentation).
- 2) Email [greenoffice@utah.edu](mailto:greenoffice@utah.edu) with your completed checklist and documentation, including your office's name, the number of full-time employees and contact information for you, the Green Office Educator. A Sustainability Office employee will schedule a conversation to review your application.
- 3) Join a growing group of Green Office Educators and continue to learn about ways to promote sustainability within your workplace and across the U.

## Green Office Checklist (see page 3 for remote worker opportunities)

- |  |   |   |
|--|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> At a team meeting, watch <a href="#">introductory video</a> for the Green Office program. How many team members watched the video?</li> <li><input type="checkbox"/> Post TURN OFF stickers as prompts to shut off lights and electronics.</li> <li><input type="checkbox"/> Commit to participating in annual sustainable transportation programs (Clear the Air, U Bike Week).</li> <li><input type="checkbox"/> Create policy to enable sleep mode on all computers.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Create policy to use a centralized waste and recycling collection system.</li> <li><input type="checkbox"/> Create policy to use double sided printing when single sided is not critically necessary.</li> <li><input type="checkbox"/> Create policy to shop at and return office items to <a href="#">Surplus &amp; Salvage</a>.</li> <li><input type="checkbox"/> Commit to participating in watching or attending an EDI event (IE- Friday Forms).</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Create policy to purchase only ENERGY STAR or EPEAT certified electronics.</li> <li><input type="checkbox"/> Create policy to purchase only paper that is 30-100% recycled content.</li> <li><input type="checkbox"/> Set thermostat to 70 degrees or lower for the winter and 75 or higher for summer.</li> <li><input type="checkbox"/> Innovation credit: _____<br/>_____<br/>_____</li> </ul> |
|--|---|---|

## Descriptions & documentation

**At a team meeting, watch introductory video for the Green Office program.** [This video](#) will walk through the process of how to achieve Green Office certification. Watch this video during a staff meeting and take note of how many employees are present. No additional documentation needed.

**Create a centralized waste and recycling collection system.** Instead of having a trash bin by every desk, establish a waste area with a larger trash bin and recycling bins that are easily accessible. Campus recycling options include plastics (1&2 only), aluminum, and paper, and in some places glass. By centralizing waste, employees can properly separate materials and not just throw away recyclable materials because a trash can was more convenient.

**Documentation:** Send a picture of your centralized waste system.

**Reduce building energy use:** Turn your thermostat down during winter (to below 70 degrees) or up during the summer (above 75 degrees) to keep energy usage in your building down. Even better, set your thermostat to change based on office occupancy. The Sustainability Office can provide electric blankets for an efficient heating option during the winter. As an office, commit to turning off your lights and computers overnight or when no one is in the space to reduce energy usage. Pick up TURN OFF stickers from the Sustainability Office and post around your office to remind your co-workers to turn off their electronic devices and reduce energy demand.

**Documentation:** Send pictures of ways that you are reducing building energy use.

**Participate in building inclusive and anti-racist workplace.** Systemic racism present in so many of our practices and institutions is unsustainable. Put another way, social justice is a prerequisite to sustainability. Make use of the EDI campus resources to make sure your team is part of the transition to a more just society by attending events hosted by the EDI division and committing to creating an anti-racist workplace.

**Documentation:** provide PDF copy of staff meeting agenda including what efforts were made.

**Shop at and return items to Surplus and Salvage.** [University Surplus & Salvage](#) is the oldest recycling system at the University of Utah. It has electronics, furniture, art, and more that can be repurposed in offices or even at home. Instead of buying new items and creating extra waste, reuse items from other offices that are in good condition. In fact, per university regulation (Policy 3-040: Property Accounting), departments must retire items to Surplus & Salvage instead of throwing them away. **Documentation:** Provide PDF copy of email reminder to department/office to purchase and/or retire items through Surplus & Salvage.



SUSTAINABILITY  
THE UNIVERSITY OF UTAH

[sustainability.utah.edu](http://sustainability.utah.edu)

▲ Request TURN OFF stickers from [sustainability@utah.edu](mailto:sustainability@utah.edu)

**Participate in sustainable transportation programs.** The Sustainability department holds multiple sustainable transportation programs including bike week, bike month, and the clean air challenge. Participating in one or multiple of these events will help keep our air clean by reducing harmful vehicle emissions. **Documentation:** provide PDF copy of staff email or meeting agenda promoting the engagement opportunity, including what efforts were made.

**Purchase only ENERGY STAR or EPEAT certified equipment.**

Purchasing energy-efficient equipment helps reduce overall energy use. ENERGY STAR, by the U.S. Environmental Protection Agency and the Department of Energy, is a long-running program that rates the efficiency of electronics and appliances. EPEAT, which stands for Electronic Product Environmental Assessment Tool, is a more rigorous certification for computers, monitors, servers, TVs, mobile phones, and imaging equipment. Look for the logos. **Documentation:** Send a PDF copy of an office-wide commitment to only purchase ENERGY STAR or EPEAT electronic items.



**Purchase paper that is 30-100% recycled content.** Recycled paper is a good alternative to regular paper, and it comes from recycled materials rather than virgin trees. We like trees. **Documentation:** Send a PDF copy of an office-wide commitment to only purchase recycled-content paper.

**Innovation.** It's up to your team! There are hundreds of sustainable practices out there, and we want to know what is important to your team.

# Remote worker opportunities

The Sustainability Office supports departments and offices choosing to work remotely during the COVID-19 public health crisis. Physical distancing is one of the key solutions for slowing the spread of the virus. If the majority of workers in an office/department are working remotely, the following three items can be completed toward the achievement of 8 points (i.e. 5 points from the original list, plus these three points, equals 8 points and a Green Office certification!).

## Remote Checklist:

- Share tip sheet about reducing energy at home. Tip sheet available at [tinyurl.com/greenoffice-home-energy](https://tinyurl.com/greenoffice-home-energy).
- Share tip sheet about reducing water use at home. Tip sheet available at [tinyurl.com/greenoffice-home-water](https://tinyurl.com/greenoffice-home-water).
- Add a wellness tip to staff meeting agendas.

## Descriptions and Documentation:

**Share tip sheet about reducing energy at home.** The energy tip sheet is available at [tinyurl.com/greenoffice-home-energy](https://tinyurl.com/greenoffice-home-energy). The Sustainability Office tip sheet situates energy issues in equity and provides low- and no-cost tips for reducing home energy use.

**Documentation:** Provide PDF copy of email sent to staff members with tip sheet.

**Add a wellness tip to staff meeting agendas.** A healthy and well society is essential for a sustainable society. Wellness tips can be personal or community based. Consider urging participating with the [University of Utah Health WalkerTracker](#), receiving an annual flu shot, exploring resources of [the Univeristy of Utah Mindfulness Center](#), getting involved in community organizations, discussing plant-centric diets, and more. **Documentation:** Provide PDF copy of staff meeting agenda with wellness tip item.

**Share tip sheet about reducing water use at home.** Utah is among the country's highest water users, per capita. This tip sheet, available at [tinyurl.com/greenoffice-home-water](https://tinyurl.com/greenoffice-home-water), highlights ways to reduce residential water use. **Documentation:** Provide PDF copy of email sent to staff members with tip sheet.